



Welcome to Huntington Under 5's

# Information for Parents and Carers

This document contains some useful information for you to know about your child's time at Preschool.

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2. Opening hours
3. Funding, fees and payment
4. Our team/staff
5. Settling in and keyworkers
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# 1. About us and our vision

**“Our vision is that all children are happy, healthy and safe and enjoy learning in our stimulating and nurturing environment. We work together with our families to ensure that every child has the best start in life”**

## 2. Opening hours

We are open Monday to Friday during term-time.

Your child can attend:

Morning sessions, between 9am - 12pm or 9am – 1pm (includes lunch)

Afternoon sessions, between 12pm - 3pm

Full day 9am - 3pm.

We are also open from 8.30am for early drop-offs. The charge for this is £2.75 and will need to be booked in advance.

## 3. Funding, Fees and payment

For 2, 3 & 4 year olds, the cost per session (3 hours) is £16.50. If you are registering two fee-paying children, a 10% discount is applied to the eldest child. If your child stays for lunch the cost is £22 for the 4 hours. A full day is charged at £33. Early drop off is an addition £2.75.

Most families in England are entitled to some sort of support with childcare costs.

We are registered to receive Government funding for eligible 2 year olds for up to 30 hours per week (10 sessions). We also accept funding for 3 and 4 year olds for up to 15 hours a week for all children, or 30 hours (10 sessions) if you are eligible.

Currently, all 3 and 4-year-olds are entitled to 15 hours a week childcare support with registered childcare providers. Eligible working parents and carers of children aged 3-4 can also get an additional 15 hours childcare support, bringing their total up to 30 hours a week.

Some eligible parents of 2-year-old children may also be entitled to 15 hours childcare support, if they receive some additional forms of government support or they fall under the new 2 year old working families funding entitlement.

From September 2025, eligible working parents of children under the age of 5 will be entitled to 30 hours of childcare a week.

You may be eligible for help with your childcare costs using your Tax Credits. You will need our Ofsted number to claim: EY554448. We also accept Childcare Vouchers. Information about Government support with childcare costs can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Huntington under 5s is registered with the Tax free childcare service through the government gateway system. When searching for childcare providers search "Huntington Under 5's Preschool"

For those paying by invoice, it may be worth applying to see if you are eligible.

Please see below 2 links: -

1) information on tax free childcare <https://www.gov.uk/tax-free-childcare>

2) how to apply <https://www.gov.uk/apply-for-tax-free-childcare>

**Our preschool payment terms/Debt policy (to see the full policy, please visit our preschool website or ask for a copy)**

Huntington Under 5's Pre-School is a Not-for-Profit Organisation. We are a registered Charity that relies upon prompt payment of fees to keep the setting running effectively. Non-Payment of fees will jeopardise the future of the Pre-School. Invoices will be sent out 2 weeks prior to the half term commencing. Parents will receive 6 invoices per year. 2 Autumn term, 2 Spring term and 2 Summer term.

Payment is required 21 days from the date of the invoice. If payment is not received by this date, then a reminder invoice will be sent giving a further 7 days.

Non-Payment after the reminder will result in no admittance into the setting for your child until full payment has been received. If payment is still not received within a further 7 days, then your child's place will be cancelled. Further attendance will be subject to an Administration charge for a child to be re-instated.

If at any time parents feel that you wish to discuss alternative payment options prior to your payment deadline, please feel free to contact the Business Manager via email at [admin@huntingtonunder5s.org](mailto:admin@huntingtonunder5s.org)

Please see privacy notice as to how we use any personal information collected about your child and your family.

## 4. Our team/staff

All of our staff are well-trained and hold the necessary qualifications for their roles. We can have a maximum of 28 children per session and work to the statutory ratios of 1 adult to every 4 children aged between 2 and 3 years, and 1 adult to every 8 children aged 3 years and above.

- Our managers and keyworkers are Paediatric first aid trained and therefore we always have first aiders on site.



### Our Preschool Team



Beth Hennessy  
Business Manager



Vicky Shearer  
Setting Manager



Macey Salter  
Deputy Manager



Sarah Brightwell  
Keyworker



Lucie Randles  
Keyworker



Emily Holden  
Keyworker



Jo Dwyer  
Keyworker



Vicki Salter  
Keyworker



Heather Shearer  
Keyworker



Gary Tyson  
Caretaker

## 5. Settling in and keyworkers

We want your child to feel safe, happy and stimulated at preschool, and to feel comfortable and secure with the staff. Your child will be allocated a keyworker who will be the one to develop a relationship with your child to help them feel safe, secure and confident in the setting. The management will discuss the best approach to help your child settle in with us. During your child's settling in period, we will give you updates. We ask that you be on hand should they need to be collected earlier during this settling in period.

Keyworkers each have a small group of children for whom they are responsible for but all our staff are responsible for all children. Your child's keyworker will be the one who works with you to make sure that what we provide is right for your child's individual needs and interests. We will work with you to create a record of their learning and development and will plan activities and use resources to support their learning. This is all based around the Early Years Foundation Stage Framework, which is the statutory guidance for all early years' settings in England. For more information about this, please see the letter "Learning Journeys at Huntington Under 5's Preschool" in your registration pack.

## 6. Arrival and collection

Our doors open at 8.50am and children arrive and are collected through the front entrance.

Your child will be met at the front door by one of our managers or a member of the team and taken into preschool to start their day.

**Please inform us if someone unknown to us is collecting your child and we will record this on our attendance sheet. Please provide us and the person collecting with a password. We will not release a child unless we have been informed.**

## 7. What to bring

Please bring with you:

- A bag with a spare change of clothes (we often get wet and messy!) as well as nappies and wipes, if using.
- It is handy for us to have a pair of wellies at preschool so children can fully enjoy being outside in the rain (if you have a rain suit, feel free to bring this also!).
- In summer/hot weather, please apply sun cream before you arrive and bring a sunhat.
- In the winter, please bring warm coats and hats and gloves.
- If your child is attending in an afternoon they will need a healthy packed lunch.

**Please ensure that everything you bring to preschool is labelled with their name!**

## 8. Snack

During the morning sessions we offer a varied, healthy snack menu with milk or water to drink. The menu accounts for children's allergies and requirements. During the afternoons, children have their own lunch which they bring with them. Please ensure you bring your child's labelled water bottle. A copy of our snack menu is located on the board outside preschool.

## 9. The EYFS Framework

Your child's learning and development is very important to us here at Huntington Under 5's. We believe that a child's early years education is one of the most important times in their life and we seek to ensure that we do all that we can to support children's early development.

The Early Years Foundation Stage Framework exists to support all professionals working with children aged 0-5 years in England. It explains how and what your child will be learning to support their development.

The three prime areas for your child's development and future learning are: communication and language; physical development; and personal, social and emotional development. As children grow, the prime areas will help them to develop skills in four specific areas. These are: literacy; mathematics; understanding the world; and expressive arts and design. These seven areas are used to support your child's learning and activities at preschool taking in to account each child's uniqueness and special interests. Please see link the EYFS Framework: [EYFS Framework](#)

## 10. Learning Journals

Each child at Preschool has an individual "Learning Journal". We use these to capture and share children's progress and activities.

We recognise that you, as parents and carers, are your child's first and most important educators and so we want to work closely with you to support your child's development. Information that you share with us is used to inform what we provide for your child at preschool, and we want to share your child's experiences at preschool with you.

We use a digital learning journal to capture observations of your child at preschool. You are then able to view your child's activities and progress easily and securely, giving you an insight into your child's time with us. You can add to the learning journal yourself, adding comments and observations from your child's experiences at home.

The Electronic Learning Journal that we use is "Learning Journals". It uses a secure handheld tablet to collect photographs, videos and audio clips. Each keyworker has their own tablet which has been provided by Learning Journal. They are safe and secure, with access only to the Learning Journal app. The information is stored on a secure server which is encrypted, and password protected, which can only be accessed by parents and preschool staff.

Once we have your permission, you will receive an individual username and password along with a Parent's Guide to Learning Journal. You will be able to access your child's learning journal at home on any electronic device. This will enable you to gain access to your child's learning and progress on a frequent basis and enjoy sharing those memorable moments.

## 11. Communication/Partnering

We aim to work together with you to support your child's development and encourage you to participate with us in sharing your child's learning journey. As mentioned, we want to work closely with you to support your child's development and we value any information you share with us via learning book, information passed when your child is dropped off or collected or please email [manager@huntingtonunder5s.org](mailto:manager@huntingtonunder5s.org) with any information you would like to pass on. We regularly send out emails to communicate important information and please follow us on Facebook!

We value your feedback and encourage you to share with us if there's something you think we have done well or we can improve. If you have a complaint then hopefully this can be resolved by a conversation with the managers, Beth or Lyndsey. Please see our complaints procedure in our policy document online for more information about making a complaint, including details regarding contacting Ofsted.

Please keep us informed of any changes to your family circumstances, changes of address and of contact details.

If you have any questions about anything then please do feel free to speak to any of the staff. We look forward to having your child with us at Preschool!

## 12. Our charity status

Preschool is a registered charity so we are very much a community project. We rely on your support to continue running, especially with our fundraising efforts throughout the year and parents being part of our committee.

We are overseen by a committee of parent/carer and community volunteers (aka Trustees), without whom we would not be able to run. We need at least 5 volunteers a year, so please consider getting involved. More information about the committee can be found on our website. Please speak to Beth or Lyndsey our managers, if you are interested or to find out more. Thank you.

## 13. Preschool Policies

If you would like a copy of our preschool policies, please contact a member of the team who will be more than happy to email a copy to you.

# 14. Dates 2025/26

Calendar for Huntington Under 5's Pre-School 2025/26																											
Sep-25							Oct-25							Nov-25							Dec-25						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
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29	30																				29	30	31				
Jan-26							Feb-26							Mar-26							Apr-26						
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May-26							Jun-26							Jul-26							Aug-26						
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
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- Term Times
- Bank Holidays
- School Holidays
- PreSchool INSET Days

# 15. Absence

Please let us know as soon as possible if your child is going to be absent for any reason. You can text, call or email us. Our contact details are at the end of this booklet and on our website. Thank you.

# 16. Contact information/useful links

Huntington Under 5's Preschool  
 Huntington Village Hall, Butterbache Road  
 Huntington, Chester  
 CH3 6DB  
 Tele: 07503 779834

[admin@huntingtonunder5s.org](mailto:admin@huntingtonunder5s.org)  
[www.huntingtonunder5s.org](http://www.huntingtonunder5s.org)  
 Ofsted registration number: EY554448

[manager@huntingtonunder5s.org](mailto:manager@huntingtonunder5s.org)  
 Facebook: /huntingtonunder5spreschool  
 Charity number: 1168063

**Please visit our website for lots of interesting information for our preschool families**